



**STATE PROCUREMENT OFFICE  
NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT**

1. TO: Chief Procurement Officer
2. FROM: Hawaii Housing Finance and Development Corporation (HHFDC)  
Department/Division/Agency
3. Name of Contractor: Data Entry Institute of Hawaii (DEIH)
4. Sole Source Reference Number: 5. Contract Number: P.O. No 11FD0020

6. Description of goods, services, or construction:

Conversion of data entry application from failing antiquated tapewriter to PC based platform.

See attached P.O. No 11FD0020 for description of sole provider services currently provided along with SPO-10 dated 08/31/10.

7. Approval to amend is submitted in order to:

- ☒ Revise the scope of services for the contract as follows:

DEIH is requested to convert outdated keypunch application from COBOL based language to PC based platform in order to continue to be able to provide uninterrupted data entry service to HHFDC.

☒ Increase contract price by 10 % or more: Original Contract Price: \$ 14,975 Amended Contract Price: \$ 19,975

8. Reason: This / These amendment(s) are necessary because:

Vendor has informed HHFDC that keypunch equipment dating back to the 1980s is failing with replacements parts no longer available.

9. Direct questions to: Galen Lee

Phone: 587-0611

Agency shall ensure adherence to applicable administrative and statutory requirements.

10. Pursuant to § 103D-306, HRS, and § 3-122-82, HAR, I certify that the information provided above is, to the best of my knowledge, true and correct

Department Head Signature

JAN 05 2011

*Karen S. Lee*

Date

12/27/10

Reserved for SPO Use Only

11. Date Notice Posted: 1/12/11

12. Submit written objections to this notice of amendment to Sole Source Contract within seven calendar days or as otherwise allowed from the above posted date to:
- Chief Procurement Officer  
State Procurement Office  
P.O. Box 119  
Honolulu, Hawaii 96810-0119

Chief Procurement Officer's Comments :

SEE CPO COMMENTS ATTACHED AS PAGE 2.

13. ☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

*Alan S. J. Lee* 2/23/2011  
Chief Procurement Officer Date

14. S.S.No.

11-032-D

**CPO COMMENTS:**

In conversation with SPO staff, the contact person, Mr. Galen Lee stated he was not aware of the requirements for written delegated procurement authority and mandatory procurement training. Although Mr. Lee is in the process of acquiring written delegated procurement authority, Mr. Lee shall not participate in procurement activities until he has both written delegated procurement authority and has completed the appropriate mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05.

The original sole source request (SPO-10) prepared by Mr. Lee was approved by Mr. Theodore Liu, Director of the Department of Business, Economic Development & Tourism on 09/01/10 as authority was delegated to department head by CPO at that time. Subsequently effective 12/06/10 delegated authority for sole source approval was rescinded and CPO approval is required. This amendment to sole source request is approved through 10/31/11, or until a new contract for an accounting system can be executed whichever is sooner based on the department's representation that vendor is the only source available that has the program that is compatible with the department's general ledger system.

This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. This award is required to be posted on the Awards Reporting System.